



## The Department of the Army

### Job Opportunity Announcement

**Vacancy Announcement No.:** AIU301366

**Opening Date:** June 19, 2003

**Closing Date:** July 2, 2003

**Position Title (Pay Plan-Series):** CARPENTRY WORKER (WG-4607)

**Grade:** 07

**Full Performance Grade:** 07

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**Comments:** THIS IS A DELEGATED EXAMINING ANNOUNCEMENT, OPEN TO ALL US CITIZENS. THIS VACANCY ANNOUNCEMENT IS NOT COVERED UNDER RESUMIX PROCEDURES. IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST FOLLOW THE DIRECTIONS UNDER HOW TO APPLY AND SUBMIT THE PROPER FORMS. DO NOT CLICK ON THE RESUME BUTTON AT THE END OF THIS ANNOUNCEMENT.

YOU MUST SUBMIT A SEPARATE APPLICATION AND ATTACHMENTS FOR EVERY JOB ANNOUNCEMENT YOU ARE APPLYING FOR. PLEASE MAKE SURE YOUR RESUME/APPLICATION CONTAINS THE JOB ANNOUNCEMENT NUMBER AND YOUR SOCIAL SECURITY NUMBER. YOU MUST INCLUDE THE ANNOUNCEMENT NUMBER ON ALL DOCUMENTS SUBMITTED.

**TENURE:** Permanent.

**NOTES:** (1) Career/career conditional employees selected under this announcement will normally be required to serve a one year probationary period in accordance with 5 CFR 315.801(a)(1). (2) You must follow the procedure stated in the "How to Apply" section to receive consideration under this announcement. (3) Selectee may be required to wear protective clothing and equipment appropriate for this position. (4) Pre-appointment and annual physicals will be required. (5) Shift work may be required.

**PHYSICAL EFFORT:**

Work requires considerable standing, stooping, and bending. Lifts and carries moderately heavy items on a regular basis.

**WORKING CONDITIONS:**

Work is performed indoors in the shop area, in enclosed vans and shelters, and occasionally outdoors in unheated shelters. Chance of cuts, from careless use of hand and power tools and from flying splinters or chips. Frequently exposed to sawdust, and to loud noises from power saws and tools. Required to wear appropriate protective clothing and gear.

**FILING DEADLINE: APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE. LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

Number of vacancies to be filled by this announcement : One (1).

Salary: \$14.61 to \$17.05 per hour

Region: Northeast  
Organization: Tobyhanna Army Depot, Directorate/Production Support Services,  
Woodworking/Fabric Appl Division

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Duty Station: Tobyhanna Army Depot, Tobyhanna, PA

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**Area of Consideration:** Opened to all applicants with or without Civil Service Status.

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**Duties:** Repairs, modifies, and assists in construction of carrying cases, counters, desks, tables, and similar types of office or shop equipment and furniture. Assists in repair and installation in vans and shelters of wood paneling, and roofs, including joining and matching of plywood sheets and molding. Lays linoleum, and installs tile walls. Assists in construction and installation of cabinets, worktables, and benches for shelters and vans. Applies a general knowledge of wood, composite materials, wood substitutes, and woodworking techniques. Incumbents lay out materials, measures and plans according to dimensional requirements and specifications. Follow specific instructions and are aided through the use of templates, or preplanned or precut material.

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**Qualification Requirements:** Applicants will be evaluated on their ability to perform the duties of a Carpentry Worker rather than length of experience. Eligibility will be determined by the relevance, scope and quality of all experience and training, regardless of where or how acquired. Applicants will be ranked and rated based on their knowledge of the following identified job elements:

KSA 1. ABILITY TO DO THE WORK OF A CARPENTRY WORKER WITHOUT MORE THAN NORMAL SUPERVISION. (SCREEN OUT)

KSA 2. ABILITY TO CONSTRUCT, ALTER, OR REPAIR STRUCTURES OR ITEMS.

KSA 3. ABILITY TO PLAN AND LAY OUT WORK USING BLUEPRINTS, SPECIFICATIONS, DRAWINGS, AND WORK ORDERS.

KSA 4. ABILITY TO USE CARPENTER'S TOOLS.

KSA 5. KNOWLEDGE OF BUILDING MATERIALS.

**Please use a separate sheet(s) of bond paper to address these job elements.**

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Selective Placement Factors/Knowledge Skills and Abilities (KSA's): None required.

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**Standard/Other Requirements/ Instructions on How to Apply:**

1. Failure to provide all of the required information as stated in the announcement may result in an ineligible rating or may affect the overall rating.
2. This position is nonsensitive and requires a personnel security investigation on a post-appointment basis only.
3. Permanent change of station (PCS) funds will not be authorized.

4. Selection for this position is contingent upon proof of U.S. citizenship.
5. Direct Deposit is REQUIRED : As a condition of employment, candidates appointed, competitively promoted or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer within 60 days following the effective date of that action.
6. Application/Resume deadline: Application/Resume must be received by the Closing Date of the Vacancy Announcement.
7. Male applicants born after December 31, 1959, are required to complete a Pre-Employment Certification Statement for Selective Service registration prior to appointment. Failure to comply may be grounds for withdrawal of an offer of employment, or dismissal after appointment.

#### **HOW TO APPLY:**

Submit the following documents to the address listed under Where To Submit Package:

1. OF612, Optional Application for Federal Employment (this form can be found at [www.opm.gov/forms/word/of612.doc](http://www.opm.gov/forms/word/of612.doc), or a Resume. The resume may be typed or legibly handwritten and must contain, at a minimum: Announcement Number; Name; Address; Social Security Number; Position Title and Grade of the job you are applying for; your paid/unpaid work experience including job title, duties and accomplishments, employers name and address, supervisors name and phone number, starting and ending dates (Month and Year), hours worked per week and grade/salary; education.
2. College Transcripts (if applicable).
3. Your response to the specific job elements as described under Qualifications.
4. Applicants claiming veterans' preference must CLEARLY do so in their resume/application. Applicants claiming 5-point preference must include specific, detailed information in their resume/application which supports their claim for veterans' preference, e.g., actual dates of service, type of duty (active, reservist), campaign badges or medals awarded, rank at time of retirement, etc. If information needed to verify entitlement to veterans preference is not provided in the resume/application, preference will be denied. Applicants claiming 10-point preference MUST submit a DD Form 214 AND supporting documentation, e.g., Letter from VA dated within one year. Failure to submit supporting documentation will result in loss of consideration for 10-point preference. If veterans preference is awarded and the applicant selected, a DD Form 214 (Member-4 copy) is required at the time of appointment to verify preference. Failure to provide the DD Form 214 at the time of appointment will result in the offer of employment being withdrawn.

#### **NOTE FOR MILITARY SPOUSES:**

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified candidates referred for the position and are within reach for selection. Spouse preference eligibles must provide a copy of sponsors Permanent Change of Station (PCS) orders AND clearly state in their resume that they are requesting Military Spouse Preference in order to be considered for this preference.

#### **SPECIAL PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PLAN (ICTAP).** If you are a displaced Federal employee (Non-DOD), you may be entitled to receive special priority consideration under ICTAP.

If you are a displaced Department of Defense (DOD) employee, DOD has established other programs such as the Priority Placement Program (PPP), and Reemployment Priority List (RPL) for DODs displaced employees. If you have questions, contact your appropriate Civilian Assistance and Reemployment Program (CARE) office. For ICTAP,

(NOTE: Eligibility expires (a) one year after separation; (b) one year after an agency certifies that an employees compensation (OWCP) has been terminated and the individual can not be placed at the agency; (c) one year after an employees disability annuity has been terminated or after being notified that his/her annuity will be terminated; (d) when an employee accepts a position without time limitations; (e) when an employee no longer meets eligibility requirements; or (f) within a specific agency, upon declination of offer to that employee by that agency.)

**To receive consideration, you must:**

1. Be a current or former career or career-conditional (Tenure group I or II) competitive service employee who has been displaced.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record that is fully successful or better. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.)
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. Have your application received (unless otherwise specified by the announcement) by the closing date and meet all of the application criteria (e.g., submit all required documentation, etc).
6. Submit a copy of the appropriate documentation with your application package, such as a RIF separation notice, a letter from OPM or your agency documenting your priority consideration rights.
7. Be rated well-qualified. A well qualified employee is defined as meeting all of the minimum qualification standards and eligibility requirements as well as possessing knowledge, skills and abilities that clearly exceed the minimum qualification requirements for the position. To be rated well qualified, ICTAP applicants must attain an eligibility rating on this case examination of 80 points or higher, not including points for veterans preference.

**NOTE:** If you wish to be considered through this program, please mark (ICTAP) clearly on your application.

**Where to Submit Package:**

Please send all required application materials to:  
Northeast CPOC  
314 Johnson Street  
Attention: DEU  
Aberdeen Proving Ground, MD 21005-5283

**You may fax your complete application package to 410-306-1284 or DSN 458-1284, ATTN: DEU.**

**You may call 410 306-0031 to inquire about announcements/applications.**

**NOTE:** In order to receive consideration, your application must contain all of the applicable information/documents listed under How To Apply. Applications received through the use of postage paid government envelopes are in violation of 18 USC 1719 and will not be considered.

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**If you would like to be considered, then you are required to submit all necessary materials applicable to this vacancy announcement.**

**THE DEPARTMENT OF THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER.**

Applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, sex, national origin, marital status, sexual orientation except where specifically authorized by law, age, politics or disability which do not relate to successful performance of the duties of this position. Otherwise qualified applicants with disabilities who need reasonable accommodation may notify the agency Point of Contact on this announcement of their need.

SELECTION FOR THIS POSITION IS SUBJECT TO RESTRICTIONS RESULTING FROM DEPARTMENT OF DEFENSE REFERRAL SYSTEM FOR DISPLACED EMPLOYEES.